

Virginia Domestic Violence Victim Fund Grant Application Checklist

The items listed below **must be** submitted in the order outlined in this checklist. Additionally, all pages of the grant application must be numbered.

This checklist does not need to be submitted with your application.

- ☐ An original and three (3) unbound copies of the application are being submitted by mail or by hand for receipt by DCJS by **4:30 p.m., April 15, 2005**. Please double space and use Ariel 12 font.
- ☐ Face Sheet of Grant Application is completed. (Attachment 1A)
- ☐ Face sheet is signed by the Project Administrator.
- ☐ All applicable sections of Budget Category Itemization (Attachment 1B) have been completed. All columns have been totaled and arithmetic has been checked for accuracy.
- ☐ A Project Budget Narrative has been provided, explaining and justifying **all** items included in the Budget Category Itemization.
 - ☐ Job Description(s)
- ☐ A Project Description has been provided including the following:
 - ☐ Project Overview
 - ☐ Need Justification
 - ☐ Goals and Quantified Objectives with Activities and Performance Measures (Attachment 2)
- ☐ Implementation Plan
 - ☐ Timeline ☐ Organizational Chart
- ☐ Evaluation Plan
 - ☐ Copy of survey used (or to be used) to obtain client feedback
- ☐ Signed copies of all Cooperative Agreements with implementation dates are attached.
- ☐ The signed General Grant Conditions and Assurances form is attached. (Attachment 3)
- ☐ A copy of 501(c) (3) confirmation letter is attached. – Private, non-profit applicants only.
- ☐ If non-profit, the agency's most current (FY 2003 or FY2004) financial audit is attached. – Private, non-profit applicants only.